CITY OF MIAMI BEACH COMMISSION ITEM SUMMARY



Condensed Title:

Accept the City Manager's Recommendation Relative to the Ranking of Firms Pursuant to RFQ No. 26-03/04 for Building Inspection Services to Develop an Immediate Needs Assessment and a Five Year Plan for Capital Repair, and Replacement requirements and an Annual Maintenance Requirement Plan.

lssue:

Shall the City Commission accept the City Manager's recommendation relative to the ranking of firms and authorize negotiations?

Item Summary/Recommendation:

On April 14, 2004, the City Commission authorized the issuance of an RFQ to solicit and obtain qualifications from professional firms to provide inspection services of City facilities to determine immediate and annual capital replacement and maintenance needs to be developed into a five year maintenance and repair plan for each facility. The inspection reports would provide estimated costs for immediate repair needs and deferred needs including any escalation of estimated costs over the five year plan.

RFQ No. 26-03/04 was issued on April 21, 2004, with an opening date of May 7, 2004. The City received responses from the following 5 firms:

- Indigo Service Corporation
- MC Harry Associates
- Post Buckley Schuh and Jernigan (PBS&J)
- ConsulTech Transportation, Inc.
- VFA, Inc.

VFA, Inc's proposal was deemed non-responsive by the Procurement Division. VFA was unable to meet the RFQ requirement of their staff being certified by the State of Florida for building inspections.

The City Manager via Letter to Commission (LTC) No. 124-2004, appointed an Evaluation Committee ("the Committee"). Consensus at the end of the 1st Evaluation Committee meeting was to invite the top three ranked firms to provide a 15 minute presentation, followed by a 15 minute question and answer session.

During deliberations at the 2nd Evaluation Committee meeting, the Committee members discussed their individual ranking of the three firms and arrived at the following ranking order:

- First: Post Buckley Schuh and Jernigan (PBS&J)
- Second: MC Harry Associates
- Third: Indigo Service Corporation

PBS&J was deemed to be the first ranked firm based on the experience and qualifications of their team.

ACCEPT THE MANAGER'S RECOMMENDATION AND AUTHORIZE NEGOTIATIONS

Advisory Board Recommendation:

Financial Information:

Source of		Amount	Account Approved
Funds:	1.1		
	2		
	3		
	4		
Finance Dept.	Total		

City Clerk's Office Legislative Tracking:

Gus Lopez

Sign-Offs:

Dep	ertment Director	Assistant City Manager	For C	ity Manager
GL_	FB FH	RCM	JMG_	mae
1				\sim

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AGENDA ITEM <u>C 7N</u>

DATE <u>9-8-04</u>

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139 www.miamibeachfl.gov



Date: September 8, 2004

COMMISSION MEMORANDUM

To: Mayor David Dermer and

Members of the City Commission

From:

Jorge M. Gonzalez

City Manager

Subject:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF TO MANAGER **PERTAINING** THE RANKING QUALIFICATIONS RECEIVED PURSUANT TO REQUEST QUALIFICATIONS (RFQ) NO. 26-03/04, FOR BUILDING INSPECTION SERVICES TO DEVELOP AN IMMEDIATE NEEDS ASSESSMENT AND A FIVE YEAR PLAN FOR CAPITAL REPAIR, AND REPLACEMENT REQUIREMENTS AND AN ANNUAL MAINTENANCE REQUIREMENT PLAN: AUTHORIZING THE ADMINISTRATION TO ENTER INTO **NEGOTIATIONS WITH THE TOP-RANKED FIRM OF POST BUCKLEY** SCHUH AND JERNIGAN (PBS&J); AND SHOULD THE ADMINISTRATION NOT BE ABLE TO NEGOTIATE AN AGREEMENT WITH THE TOP-RANKED FIRM, AUTHORIZING THE ADMINISTRATION TO NEGOTIATE WITH THE SECOND-RANKED FIRM OF MC HARRY ASSOCIATES.

ADMINISTRATIVE RECOMMENDATION

Adopt the Resolution.

ANALYSIS

The RFQ for building inspection was developed in response to Commissioners' concern regarding the condition of some City facilities. There is a lack of documentation that fully describes the condition of each facility. As a result, it is very difficult to ascertain the immediate and future budget requirements for each facility and for all property owned by the City. City facilities in Miami Beach range in age from historic buildings from the 1920s to the Police building built in 1987. Many of the parks and beachfront buildings were constructed after World War II. The most modern buildings in the City such as City Hall (27 years old) and the Police Department building (17 years old) have exceeded the expected life-cycle of equipment. An example of this was the replacement of the HVAC system at the Ocean Front Auditorium last year. The HVAC system had been in-place for over 35 years, or twice the life-cycle estimated use for the equipment. Although building systems have been maintained to keep them operational well beyond their life-cycle estimates, these building components can and do fail with time. The salt air environment of Miami Beach and the use of beach sand in the mixture of concrete in the past have had a severe impact on exposed mechanical and electrical equipment. Additionally, these factors have caused

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erosion and spalling of concrete on the building foundations, columns, beams, their exterior envelopes, and the structural steel elements of these facilities.

Knowledge of facility condition is critical to an effective facility management program and this knowledge can only be attained by facility inspections. A dedicated inspection effort is vital to properly identify real property maintenance and repair deficiencies which will impact the mission or degrade the City's property investment. The City has the technical capability but does not have the excess capacity to conduct the comprehensive base line survey of all City facilities. After the base line survey is completed the City will then take over full inspection of facilities to keep the data up to date and accurate. These cyclical comprehensive inspections of all City buildings/facilities are essential to a successful property management program. Control inspections will accomplish the following objectives:

- 1. Assessment of facility conditions to identify total maintenance and repair requirements.
- 2. Identification of resources for budget planning purposes
- 3. Development of a long range five (5) year plan and an annual maintenance plan.
- 4. Inspection services of City facilities to determine immediate and annual capital replacement and maintenance needs to be developed into a five (5) year maintenance and repair plan for each facility.

The inspections would provide estimated costs for immediate repair needs and deferred needs including any escalation of estimated costs over the five year plan. These inspection reports will also be required to provide estimated routine and preventative maintenance schedules for each facility inspected, including estimated manpower requirements per individual trade discipline to maintain the systems in good operation order. The reports will be provided in hard copy and on CD/ROM file formats. Any drawings provided must also be provided in a file compatible with AutoCAD release 12 or higher. This information will be entered in a Capital Planning and Management Solution (CPMS) program to provide a strategic process for conducting facility audits, setting benchmarks, and achieving standards of building quality throughout the City. The reports will include an up—to-date facilities condition assessment and provide accurate cost-estimates. They will ensure a proactive approach to property management and maintenance needs thus enabling the City to achieve a direct and defensible correlation between facility needs and budget plans.

Inspection services are to include evaluations of the following:

- Electrical systems, including: switchgear, panels, transformers, generators, fire alarm panels, grounding devices, lightning prevention systems, and all associated electrical devices.
- Plumbing Systems, including: domestic water pumps, motors, sanitary sewer, piping, lift stations, fire pumps, fire sprinkler systems, valves, and controls.

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- HVAC Systems including: chilled water system, VAV devices, compressors, evaporators, condensing units, cooling towers, Air handling units, ventilation systems, fresh air supply systems, energy management systems, and any other heating, ventilation, or air conditioning system specific to the facility being inspected.
- General Building Inspections, including: structural evaluation of foundations, exterior walls, columns, and beams. Inspections will also include windows and glazing, hurricane shuttering systems, exterior doors, perimeter sidewalks, ramps, railing, and building roofs.
- Specialty Inspections including: elevators, gun range equipment, UPS systems, and other specialized equipment that may be located in City facilities.
- All inspectors must be certified by the State of Florida to perform the inspections
 of their specific disciplines and must have extensive knowledge of building code
 requirements and construction cost and maintenance estimation. The City
 retains the right to determine the specific order in which the buildings will be
 inspected and further reserves the right to add or delete any items from the
 inspections due to known building conditions and existing warranties that may be
 in place.

On April 14, 2004, the City Commission authorized the issuance of an RFQ to solicit and obtain qualifications from professional firms to provide inspection services of City facilities to determine immediate and annual capital replacement and maintenance needs to be developed into a five year maintenance and repair plan for each facility. The inspections reports would provide estimated costs for immediate repair needs and deferred needs including any escalation of estimated costs over the five year plan.

RFQ No. 26-03/04 was issued on April 21, 2004, with an opening date of May 7, 2004. A pre-proposal conference to provide information to firms considering submitting a response was held on April 28, 2004. BidNet issued bid notices to 128 prospective proposers, resulting in 39 proposers requesting RFQ packages, which resulted in the receipt of the following five (5) proposals from:

- Indigo Service Corporation
- MC Harry Associates
- Post Buckley Schuh and Jernigan (PBS&J)
- ConsulTech Transportation, Inc.
- VFA, Inc.

VFA, Inc.'s proposal was deemed non-responsive for failure to meet the RFQ requirement of their staff being certified by the State of Florida for building inspections.

The City Manager via Letter to Commission (LTC) No. 124-2004, appointed an Evaluation

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Committee ("the Committee") consisting of the following individuals:

- DeeDee Weithorn, Miami Beach Citizen (Committee Chair)
- Brad Judd, Property Management Director
- Daniel Cabrera, Miami Beach Citizen
- Alex Rolandelli, Development Coordinator, CIP
- Viviana Alemany, Property Management Construction Manager
- Tom Mooney, Planning Department
- Bruce Lamberto (Alternate)

On June 24, 2004, the Committee convened. Committee members Tom Mooney and Daniel Cabrera were absent, but Bruce Lamberto was present to serve as Alternate and the Committee was able to proceed with the meeting. Brad Judd, Property Management Director, provided background information on the project to the Committee and to the Procurement staff representative. The Procurement staff provided results of the reference checks to the Committee. The Committee then discussed the evaluation criteria to be applied for the RFQ and weighted the score they would apply to rank the respondents, as follows:

- The ability of professional personnel (30 Points);
- Past performance, to include but limited to:
 - Electrical systems
 - Plumbing Systems
 - HVAC Systems
 - General Building Inspections
 - Specialty Inspections (30 Points);
- Approach to the Project (20 Points):
- Location of the firm (5 Points)
- Volume of work previously awarded to each firm by the Agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate principle of selection of the most highly qualified firm. (15 Points)

The Committee's consensus was to invite three (3) of the four (4) firms to provide a 15-minute presentation, followed by a 15-minute question and answer session. The three short listed firms were: PBS&J, MC Harry Associates, and Indigo Service Corporation.

Procurement staff coordinated and scheduled presentations for July 19, 2004. On this date, the Committee members convened and were provided presentations by all three (3) short listed firms. One Committee member, Tom Mooney, was unable to attend the meeting and consequently unable to rank the firms, nevertheless there was a quorum in attendance to proceed with the meeting.

After the firms' presentations, the Committee members discussed their individual

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perceptions of the qualifications, experience, and competence of all the three (3) firms and then ranked the firms accordingly:

Company Name	DeeDee	Brad	Alex	Viviana	Bruce
	Weithorn	Judd	Rolandelli	Alemany	Lamberto
Indigo Service Corporation (3)	75	76	70	50	90
	(3)	(3)	(3)	(3)	(3)
MC Harry Associates (2)	87	82	93	60	94
	(2)	(2)	(2)	(2)	(2)
Post Buckley Schuh and Jernigan (PBS&J) (1)	95 (1)	89 (1)	96 (1)	90 (1)	95 (1)

LEGEND:

PBS&J 5-1st place votes = 5x1=5

TOTAL = 5 = Ranked 1st

MC Harry Associates - 5x2=10

TOTAL = 10 = Ranked 2nd

Indigo Service Corporation - 5-3rd place votes = 5x3=15

TOTAL = 15 = Ranked 3rd

After the Committee ranked all firms they discussed the need to recommend one or two firms to be awarded the project. The Committee reached consensus in recommending that PBS&J should be authorized for negotiations with the City Manager. In the event that negotiations with PBS&J are unsuccessful, the Administration has the ability to negotiate with the second firm, MC Harry Associates. The Committee further recommended that due to the unavailability of funds, the project should move forward on a trial (test) basis. This will allow the Administration to reach a decision on the specific format and the software it wishes to implement.

PBS&J was deemed to be the first ranked firm based on the experience and qualifications of its team. PBS&J has assembled an exceptional group of professionals that will work closely with City of Miami Beach staff to ensure that this project is completed successfully.

PBS&J's project team has proven to be experienced in providing similar services to Miami-Dade County Public Schools, the Florida Department of Transportation's Turnpike

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Enterprise, the Miami-Dade Expressway Authority, Broward County Schools, other public agencies, and the private sector.

They also have the advantage to draw upon the wealth of specialized in-house professional engineers, architects, and other technical personnel who can provide their services as required meeting the City of Miami Beach's goals.

PBS&J proposes a technical approach for this project that will allow the City of Miami Beach to identify, quantify, and select the most appropriate facilities management program. PBS&J's proven extensive experience in providing assessment services includes cost consulting, value analysis, scheduling, application development, and maintenance budget analysis support and certification, all of which ultimately lead to the development of a work program to manage the agency's maintenance needs in a cost effective and predictable manner.

PBS&J will offer the following to the City of Miami Beach:

- Extensive Program Management Experience
- PBS&J internalize Client's Systems
- Provide highly qualified and trained personnel
- Proven Approach and Methodology for this type of project
- Strong local presence and knowledge of construction conditions

TEAM EXPERIENCE SUMMARY

PRINCIPAL-IN-CHARGE

Reynaldo Cortez, P.E.

• 26 Years of experience in Program Management, Facilities Design and Construction.

PROJECT MANAGER

Mofa Hassoun, P.E., UBCI/ QA/QC

 20 Years of Construction, Project Management and Field inspection Experience, with 12 years of exclusive facilities assessments experience with similar projects.

TECHNICAL SUPPORT AND ANALYSIS TEAM LEADER

Wendy Peckham, P.E.

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 15 Years of Experience in the Design and Management of Software Development and Program Management-Specializes in development and implementation of Asset Management Systems.

COST ESTIMATING AND SCHEDULING TEAM LEADER

Praveen Omni

10 Years of Experience in developing Cost Estimates and Schedules with extensive expertise in the use of estimating and scheduling software for a diverse mix of clients.

Following are PBS&J's team references handed by the Procurement staff

Ms. Nancy Clements, Project Manager Florida Department of Transportation

"PBS&J has always performed well for the Turnpike Authority. They understand customer service, urgent issues ands needs of the client."

Mr. Carlos Hevia, Project Manager Miami-Dade County Public Schools

"PBS&J is in good standing with DCPS, and will be given additional work in the future."

Mr. Frank Malvar, Chairperson (Screening Committee) Miami-Dade College (MDC)

"PBS&J's contract is at term one, and at this point they have performed exceptionally."

CONCLUSION

The City Manager concurs with the Committee's ranking of firms and recommends that the Mayor and City Commission accept the Manager's ranking and authorize negotiation with the top-ranked firm of PBS&J; and if unsuccessful in negotiation with PBS&J, authorize the Administration to negotiate an agreement with the second-ranked firm of MC Harry Associates.

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RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER PERTAINING TO THE RANKING OF QUALIFICATIONS RECEIVED PURSUANT TO REQUEST FOR QUALIFICATIONS (RFQ) NO. 26-03/04, FOR BUILDING INSPECTION SERVICES TO DEVELOP AN IMMEDIATE NEEDS ASSESSMENT AND A FIVE YEAR PLAN FOR CAPITAL REPAIR, AND REPLACEMENT REQUIREMENTS AND AN ANNUAL MAINTENANCE REQUIREMENT PLAN; AUTHORIZING THE ADMINISTRATION TO ENTER INTO NEGOTIATIONS WITH THE TOP-RANKED FIRM OF POST BUCKLEY SCHUH AND JERNIGAN (PBS&J); AND SHOULD THE ADMINISTRATION NOT BE ABLE TO NEGOTIATE AN AGREEMENT WITH THE TOP-RANKED FIRM, AUTHORIZING THE ADMINISTRATION TO NEGOTIATE WITH THE SECOND-RANKED FIRM OF MC HARRY ASSOCIATES.

WHEREAS, City facilities in Miami Beach range in age from historic buildings from the 1920s to the Police building built in 1987; and

WHEREAS, knowledge of facility condition is critical to an effective facility management program and this knowledge can only be attained by facility inspections; and

WHEREAS, the City does not have the excess capacity to conduct cyclical full control inspections of all City buildings/facilities; inspections which are essential to a successful property management program; and

WHEREAS, on April 14, 2004, the City Commission authorized the issuance of Request for Qualifications No. 26-03/04 to solicit qualifications from professional firms with the capability and experience to provide building inspection services to develop an immediate needs assessment and a five year plan for capital repair, and replacement requirements and a annual maintenance plan (the RFQ); and

WHEREAS, the RFQ was issued on April 21, 2004, with an opening date of May 7, 2004; and

WHEREAS, five (5) proposals were received in response to the RFQ, by the following firms:

- Indigo Service Corporation;
- MC Harry Associates;
- Post Buckley Schuh and Jernigan (PBS&J);
- ConsulTech Transportation, Inc.;
- VFA, Inc.; and

WHEREAS, VFA, Inc.'s proposal was deemed non-responsive by the Procurement Division do to VFA's unavailability to meet the RFQ requirement that its staff be certified by the State of Florida for building inspections; and

WHEREAS, an Evaluation Committee was appointed by the City Manager via Letter to Commission (LTC) No. 124-2004, consisting of the following individuals:

- DeeDee Weithorn, Miami Beach Citizen (Committee Chair)
- Brad Judd, Property Management Director
- Daniel Cabrera, Miami Beach Citizen
- Alex Rolandelli, Development Coordinator, CIP
- Viviana Alemany, Property Management Construction Manager
- Tom Mooney, Planning Department; and

WHEREAS, on June 24, 2004, the Evaluation Committee convened and discussed the qualifications and credentials of all four responsive firms, and the Committee's consensus at the end of the meeting was to invite three (3) of the four (4) firms to provide a 15-minute presentation, followed by a 15-minute question and answer session; and

WHEREAS, the Committee reconvened on July 19, 2004, for the second meeting; the Committee members discussed their individual ranking of all the firms and ranked the top three firms accordingly:

- First: Post Buckley Schuh and Jernigan (PBS&J);
- Second: MC Harry Associates;
- Third: Indigo Service Corporation; and

WHEREAS, the City Manager has reviewed the Evaluation Committee's recommendation, and recommends that the Mayor and City Commission accept the Committee's recommendation, relative to the ranking of firms pursuant to the RFQ and would recommend that the Administration enter into negotiations with the top-ranked firm of Post Buckley Schuh and Jernigan; and if unsuccessful, negotiate with the second-ranked firm of M.C.Harry Associates.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND THE CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, that the Mayor and City Commission accept the recommendation of the City Manager pertaining to the ranking of firms pursuant to RFQ No. 26-03/04, and authorize the Administration to enter into negotiations with the top-ranked firm of Post Buckley Schuh and Jernigan; and should the Administration not be able to negotiate an agreement with the top-ranked firm, authorize the Administration to negotiate with the second-ranked firm of M.C.Harry Associates.

	PASSED and ADOPTED this day of _	, 2004.
ATTEST:		
		MAYOR
CITY CLE	ERK	APPROVED AS TO
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